

## KENT COUNTY

Assistant.

SECTION 1. BE IT ENACTED BY THE BOARD OF COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND, That new Section 188A be and is hereby added to the Code of Public Local Laws of Kent County (1967 Edition and 1970 Supplement being Article 15 of the Code of Public Local Laws of Maryland) title "Kent County" subtitle, "County Commissioners" to follow immediately after Section 188 thereof, to read as follows:

188A.

THE OFFICE OF COUNTY ADMINISTRATIVE ASSISTANT IS CREATED. THE BOARD OF COUNTY COMMISSIONERS OF KENT COUNTY MAY APPOINT A COUNTY ADMINISTRATIVE ASSISTANT FROM TIME TO TIME. HE/SHE SHALL BE SELECTED ON THE BASIS OF HIS/HER EXECUTIVE AND ADMINISTRATIVE ABILITIES, INCLUDING HIS/HER KNOWLEDGE AND EXPERIENCE IN PUBLIC ADMINISTRATION, PUBLIC FINANCE, BOOKKEEPING AND PUBLIC AFFAIRS. THE COUNTY ADMINISTRATIVE ASSISTANT SHALL RECEIVE AN ANNUAL SALARY TO BE ESTABLISHED BY THE COUNTY COMMISSIONERS. THE COUNTY ADMINISTRATIVE ASSISTANT SHALL DEVOTE HIS/HER FULL TIME TO THE WORK OF THE COUNTY AND HE/SHE SHALL BE RESPONSIBLE TO THE COUNTY COMMISSIONERS FOR THE PROPER ADMINISTRATION OF COUNTY AFFAIRS. HE/SHE SHALL, AT ALL TIMES, BE HELD RESPONSIBLE FOR THE PROPER DISCHARGE OF HIS/HER DUTIES BUT MAY DELEGATE TO APPROPRIATE EMPLOYEES SUCH AUTHORITY AS HE/SHE MAY DEEM NECESSARY TO CARRY OUT THE DUTIES OF THE OFFICE. THE COUNTY ADMINISTRATIVE ASSISTANT SHALL HAVE THE FOLLOWING POWERS AND DUTIES:

A. TO CONDUCT THE DAY TO DAY ROUTINE BUSINESS OF THE COUNTY COMMISSIONERS.

B. IN THE ABSENCE OF A COUNTY ADMINISTRATOR TO HAVE THE SAME DUTIES AND RESPONSIBILITIES AS ESTABLISHED FOR THE COUNTY ADMINISTRATOR.

C. TO ASSIST THE COUNTY COMMISSIONERS OF KENT COUNTY AND THE COUNTY ADMINISTRATOR IN THE PERFORMANCE OF THEIR DUTIES.

SECTION 2. BE ENACTED by the Board of County Commissioners of Kent County, Maryland, That this Act shall take effect on the 21st day of February, 1975.

Approved January 7, 1975

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